

**STATE OF HAWAII
CAMPAIGN SPENDING COMMISSION**

**ACQUISITION OF DURABLE ASSETS
CANDIDATE COMMITTEE**

NO INFORMATION OR COPIES FROM THE REPORTS SHALL BE SOLD OR USED BY ANY PERSON FOR THE PURPOSE OF SOLICITING CONTRIBUTIONS OR FOR ANY COMMERCIAL PURPOSE.

CANDIDATE AND CANDIDATE COMMITTEE NAME:

ACQUISITION OF ASSETS

The purchase or lease of an asset must also be reported as an "Expenditure" on Schedule B.

DATE OF ACQUISITION	FULL NAME, STREET ADDRESS, CITY, STATE AND ZIPCODE OF VENDOR OR DONOR	DESCRIPTION OF ASSET	ACQUISITION COST OR FAIR MARKET VALUE OF ASSET

All Durable Assets must be reported until all assets have been sold or disposed of accordingly.

**INSTRUCTIONS FOR COMPLETING THE
"ACQUISITION OF DURABLE ASSETS" FORM**

The "Acquisition of Durable Assets" Form is to be used to report the acquisition of durable assets. Generally, non-consumable supplies and equipment, defined by the department of accounting and general services to have a purchase value of at least \$250 and a useful life of twelve months or more, are to be reported in each subsequent reporting period as an asset of the campaign.

A completed "Acquisition of Durable Assets" Form must be filed with every report until the asset has been liquidated. Assets that are purchased or leased must also be reported as an "Expenditure" on Schedule B.

Acquisition Of Durable Assets

Date of Acquisition - Enter the date that the asset was purchased, leased or donated.

Full Name, Street Address, City, State and Zipcode of Vendor or Donor - Enter information for the vendor or donor, whichever is applicable.

Description of Asset - Enter a description of the asset.

Acquisition Cost or Value of Asset - Enter the acquisition cost or value of the asset. The fair market value is to be reported when an asset is donated to the campaign in the form of a nonmonetary contribution. For each subsequent reporting period, the asset should be reported at its initial cost or value.